

July 2013

CWS/CMS Office  
California Office of Systems Integration

## PROBATION FORUM – ISSUES UPDATE

*CWS/CMS User Resource Services Team*

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*The User Resource Services Team (URST) is responsible for maintaining and making available to the counties application user training tools and documentation.*

### CWS/CMS Office

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## PROBATION FORUM FOLLOW-UP: July 25, 2013

Twenty counties, CDSS, CWDA, CWS-NS, and RCFFP participated in the discussions.



### NEW PROBATION COUNTY CONSULTANT AT CWS/CMS OFFICE

Participants were reminded that Harold Rowe, Sacramento County Supervising Probation Officer, was the CWS/CMS Office's County Consultant. Harold's contact information was shared and highlighted on the adobe connect page. For counties unable to participate in July, Harold can be reached at 916-263-1128 and [harold.rowe@osi.ca.gov](mailto:harold.rowe@osi.ca.gov).

**ISSUE UPDATES:** The CDSS CMS Support Branch continues to work with other CDSS Branches and RCFFP, to verify information contained on the FC23 (Probation Foster Care Placement Monthly Caseload Statistical Report) is available through CWS/CMS. CDSS will also need to work with RCFFP to insure that these data elements are included in CWS/CMS training. In the meantime, counties are reminded the FC23 must be submitted monthly.

**NYTD Youth Surveys – Update:** Mary Allard from the Independent Living Program Policy Unit and Supervising Probation Officer, Rebekah Graham from San Joaquin County provided suggestions on engaging individuals to complete the NYTD surveys. Mary referred those calling in to the document uploaded in Adobe Connect titled: "Best practices of NYTD Follow-up Population". Officer Graham reported that search data bases such as Lexis-Nexis, Family Finding software, LE data bases, and various forms of social media, are useful resources when trying to locate individuals eligible for these surveys.

**NYTD Data Quality Reports:** Mary Allard shared the next NYTD data submission to ACF will be conducted in November 2013. Each County was provided a report containing NYTD-reportable fields for youth who received ILP services from April 1, 2013 - June 30, 2013. Counties have until October 30, 2013 to correct/complete NYTD data requirements in CWS/CMS.

### NEXT PROBATION FORUM

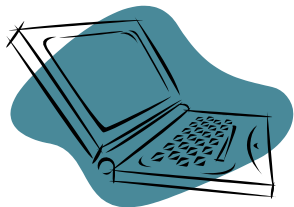
**August 22, 2013**

(877) 214-6371

Participant Code: 933687

Adobe Connect Meeting Link:

<http://cahealthosi.adobeconnect.com/probation/>



**Training Information:** Cathy Groh from RCFFP provided information on transferring cases between counties, attaching parents to the focus child's case in CWS/CMS, and entering monthly contacts with parents. Cathy emphasized the importance of not transferring cases, between counties, that have data compliance issues, e.g., HEP's TILP, current placement info/start pay, monthly contacts are current, etc. Counties have an obligation to ensure prior to transferring cases, that all federally required data fields be completed, and contacts for the minor and parents are current. Additionally, those counties who accept cases found to have missing data/contact information, Cathy suggested the receiving county submit the case back to the sending county to update the case.

In addition to the training information, Cathy brought attention to ACL 13-36 dated July 18th. This highlights AFCARS data field's for which probation and social services are responsible.

**AWOL Delinquent Foster Youth:** A local Probation Department enquired if there was a way to enter AWOL wards so it wouldn't negatively impact their monthly face-face contacts in CWS/CMS. According to CDSS, there is currently no 'exception' in CWS/CMS to address AWOL youth as it relates to timely probation officer – monthly contacts. Discussed two ways an AWOL is entered into CWS/CMS: 1). End placement with reason of 'child ran away', or 2). Record in the case plan – Case Mgt page with an exception reason of 'child's whereabouts unknown'.

Discussed the importance of providing Probation Department's a "complete picture" regarding monthly face-to-face contact compliance. CDSS was asked if they could provide data regarding to the number of AWOL's identified in CWS/CMS with the compliance report for monthly contacts. CDSS advised Probation Department's have the ability to run these reports through Safe Measures or Business Objects. CDSS was advised not all counties have Safe Measures due to costs associated with the service, and might not be educated as to how to use Business Objects. Kern County Probation indicated they were using the Case Plan and entering AWOL's in the case Mgt page. Further, since using this option, Kern County has seen their monthly face-to-face contacts stats improve substantially. CDSS advised the exception provided through this avenue is no longer allowed.

**CWS-NS Project:** Cathy Turner and Tracy Bennett advised the project has received its initial approval and is moving forward. A lot of foundational work is being addressed on issues such as technical/support needs. In October 2013, there will be a survey sent out to County contacts to educate and engage Counties on the project. There was a brief discussion on how Probation Officers can be involved in the NS project and how to receive approval from their Departments. Cathy reported that a time commitment of 2.5 – 3.0 hours each week would be required for anyone selected to assist with the CWS-NS project.

#### **FUTURE AGENDA SUGGESTIONS**

If there are concerns or issues you would like added to next months' agenda, please submit them to Harold Rowe @ [harold.rowe@osi.ca.gov](mailto:harold.rowe@osi.ca.gov).